

DD/A 75-5625

25 November 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant for Information, DDA
Assistant for Resources, DDA

SUBJECT : 1975 Christmas Parties

1. Office and unit gatherings in connection with Christmas festivities will be restricted to Friday, 19 December 1975, and Monday, 22 December 1975, and only between the hours of 3:00 p.m. to 6:00 p.m.

2. Office Directors or Deputies are expected to be present during such gatherings and they will be held responsible for all matters.

3. I do not feel that it is proper or appropriate to establish any type of ground rules for social activities arranged on the outside, after normal duty hours. You are reminded, however, that there was one very serious incident following a 1973 Christmas party, and prudence would dictate that these office-related events be discreetly monitored by senior officers, so that assistance is provided in an attempt to preclude any type of highway accident or untoward incident.

/s/ John F. Blake
John F. Blake
Deputy Director
for
Administration

Distribution:
See Reverse Side

STATINTL

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